

**TITLE 4**

**MUNICIPAL PERSONNEL**

**CHAPTER**

1. PERSONNEL REGULATIONS.
2. TRAVEL REIMBURSEMENT REGULATIONS.

**CHAPTER 1**

**PERSONNEL REGULATIONS**<sup>1</sup>

**SECTION**

4-101. Adoption.

**4-101. Adoption.** The personnel regulations of the City of Bradford are hereby adopted by reference and incorporated as if set out at length herein. (Ord. #01142014PP, Jan. 2014)

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<sup>1</sup>The personnel rules and regulations for the City of Bradford, as amended from time to time, are available in the office of the recorder.

## CHAPTER 2

### TRAVEL REIMBURSEMENT REGULATIONS

#### SECTION

- 4-201. Travel policy.
- 4-202. Travel reimbursement rate schedule.
- 4-203. Administrative procedures.

**4-201. Travel policy.** (1) The mayor of the city or his or her designee shall be responsible for the enforcement of these regulations.

(2) In the interpretation and application of this chapter, the term "traveler" or "authorized travel" means any elected or appointed officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on city business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(3) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the city. Reimbursement expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the mayor. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(4) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the city for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests aren't considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the city. It will be the responsibility of the mayor to initiate action to recover any undocumented travel advances.

(5) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(6) The travel expense reimbursement form will be used to document all expense claims.

(7) To qualify for reimbursement, travel expenses must be:

(a) Directly related to the conduct of the city business for which travel was authorized; and

(b) Actual, reasonable, and necessary under the circumstances.

The mayor may make exceptions for unusual circumstances.

Expenses considered excessive won't be allowed.

(8) Claims of five dollars (\$5.00) or more for travel expenses reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone calls, public carrier travel, conference fee, and other reimbursable costs.

(9) Any person attempting to defraud the city or misuse city travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(10) Mileage and motel expenses incurred within the city aren't ordinarily considered eligible expenses for reimbursement. (2005 Code, § 4-601)

**4-202. Travel reimbursement rate schedule.** Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates. The city's travel reimbursement rates will automatically change when the state rates are adjusted. The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (2005 Code, § 4-602)

**4-203. Administrative procedures.** The city adopts and incorporates by reference, as if fully set out herein, the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee. (2005 Code, § 4-603)